

Washington County

Job Description



Title:	CPIP/Office Specialist (Grant Position)		
Division:	Administration	Effective Date:	10/10
Department:	Sheriff	Revised:	10/15
Career Service:	Yes	FLSA:	Yes

GENERAL PURPOSE

Primarily responsible for conducting Intake Interviews of arrested persons for the County Performance Incentive Program Grant (CPIP). The Incumbent will track interview requests from 12 county jails. (This is a grant funded position and the position may be eliminated if funding is discontinued.)

As time permits, performs a variety of **complex clerical duties** as needed to provide day-to-day administrative and clerical support for the Sheriff's Office including: reception functions, record keeping, data entry, and mail service. May be assigned to cross-train in other areas.

SUPERVISION RECEIVED

Works under the direct supervision of the Medical Director and general supervision of the Chief Deputy.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

CPIP Duties:

Tracks interview requests for 12 county jails; initiates video conference links with those facilities and conducts video interviews. Records participant responses, compiles paper or electronic forms for reporting to state and local government agencies. Maintains physical security of computer terminal when logged on to the system; creates computer log entries for daily events, runs daily reports, ensures all information is correct and all associated paperwork is attached; arranges for or notarizes legal documents.

May perform all or some of the following duties as requested:

Clerical Duties:

Performs clerical duties such as: searching files, filing, sorting facility mail, answering telephones, relaying messages, inventory, operates a computer, printer, copy machine, paper shredder, telephone, fax machine, 10-Key, etc.; fills in data on standard office forms, makes postings to various records, collates and assembles materials according to established methods and procedures.

Performs reception duties and provides information of a general nature or refers others to appropriate staff. Processes inmate mail according to established procedures: sort, block, scan, log, distribute, etc.

Submits reports to the State Records Department, FBI, INS, Utah Bureau of Investigation, and any other department or office as directed.

Works with other staff in resolving practical problems; controls the maintenance and retrieval of files. Coordinates office equipment service calls.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school and course work in general office practices and secretarial duties.
 - AND
 - B. Two (2) years of experience performing above or related duties.
 - Or
 - C. An equivalent combination of education and experience.

2. Required knowledge, skills, and abilities:

Some Knowledge of general office procedures and record keeping and filing; the various compliance requirements related to processing offenders and documenting their incarceration; clerical processes and procedures associated with a variety of legal documents such as warrants, notices and garnishments; grammar, spelling and punctuation; personal computer operation and various software applications such as word processing, and data processing; court procedures and processes; criminal court and general law enforcement functions and procedures; procedures established for services of warrants; computer operations and programs unique to county Sheriff's Office.

Ability to operate video conferencing equipment, schedule and conduct interviews, organize and submit resulting data, interact with multiple government agencies; exercise initiative, independent judgment, and to act resourcefully under varying conditions; ability to learn and understand in a short period of time complex aspects of a law enforcement record system; maintain confidentiality related to legally sensitive information; communicate effectively, verbally and in writing; communicate effectively with people from a variety of socio-economic and ethnic backgrounds; understand and apply security measures in the jail environment; establish and maintain effective working relationships with employees, elected officials, supervisors, other agencies and the public; establish and maintain comprehensive records and files.

3. Special Qualifications:

A law-enforcement background and the ability to speak Spanish are helpful.

Must pass a detailed background investigation and meet same background requirements as a deputy.

Selected specialists must pass the BCI Proficiency Test within the first six months in the position and every two years following employment.

Selected specialists will be required to pass the notary exam to become a department Notary Public.

Must work rotating shifts including weekends and holidays.

4. Work Environment.

Incumbent of the position performs in a typical setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Rapid work speed required to perform keyboard operations. Occasionally may be required to lift, carry, push, and pull. Maybe required to move objects weighing up to 50 pounds. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Work may expose incumbent to contagious or infectious diseases or hazardous chemicals, work exposes incumbent to a potentially hostile environment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)